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A

FILE MANUAL
FOR THE
OFFICE OF THE GENERAL COUNSEL

ACCOUNTING

For material pertaining to pay, allowances and other compensation see PAY AND ALLOWANCES.

- 1 Accounting Systems
 - 1-1 Confidential Funds
 - 1-2 Vouchered Funds
- 2 Audit
- 3 Bonding of Employees
- 4 Certifying Officers and Agent Cashiers
- 5 Checks and Depositaries
- 6 Foreign Exchange
- 7 Funds
 - 7-1 Counterpart
 - 7-2 Nonappropriated
 - 7-3 Shortage or Loss
 - 7-4 Trust
 - 7-5 Working

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ALIENS

- 1 Citizenship
 (Loss of - Naturalization - Requirements)
- 2 Defection
 (Facilities - Methods)
- 3 Deportation
- 4 Disposal
- 5 Employment and Utilization
- 6 Entry
 - 6-1 CIA Sponsored
 - 6-2 Illegal
- 7 Passports and Visas
- 8 Registration
 (Exemption - Registration Act - Requirements)
- 9 Status
 (Adjustment - Alteration)

APPROPRIATIONS

For material pertaining to the fiscal accounting of Agency funds.
see ACCOUNTING.

- 1 Allotments, Apportionments, Transfers, Encumbrances
- 2 Availability
 (Authority - Requirements - Restrictions)
- 3 Budget Estimates
- 4 Hearings

BUILDINGS AND GROUNDS

For material pertaining to the protection of buildings and grounds from vandalism or possible sabotage see SECURITY 1.

- 1 Acquisition (Use BUILDINGS AND GROUNDS 6 for space assignments, acquisition, use, etc.

 (Appraisal - Deeds - Titles - Mortgages - Recordings -
 Easements - Rights-of-Way - Permits - Grants -
 Condemnation - Leases)
- 2 Damage or Destruction
- 3 Design and Construction

 (Alterations - Additions - Construction authorization -
 Plans, drawings, specifications - Project proposals)
- 4 Disposal

 (Abandonment - Deeds - Titles - Recordings - Demolition -
 Sale - Transfer)
- 5 Maintenance and Preservation
- 6 Space

 (Acquisition - Assignment - Use and release, including
 office, storage and parking space)
- 7 Utilities and Services (Except telephones - See COMMUNICATIONS)

 (Heating - Lighting - Power)

CLAIMS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See MEDICAL 1 for claims for reimbursement of medical expenses.

See PAY AND ALLOWANCES 10 for claims for per diem allowances.

- 1 CIA
- 2 Foreign
- 3 Personnel
- 4 Tort

COMMITTEES

This subject pertains to committees, boards, foundations, and commissions in general. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES for Boards of Survey

Case file as required

COMMUNICATIONS

This subject pertains to material regarding all types of communications facilities and services, including agreements and procedures for their use.

CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES 2 for material pertaining to contracts for the procurement of equipment and supplies.

- 1 Advertising
- 2 Awards
- 3 Cost-plus
- 4 Damages
- 5 Labor Stipulations
- 6 Modifications
- 7 Personal Services
- 8 Structure
- 9 Termination
- 10 Validity
- 11 Waiver

EQUIPMENT AND SUPPLIES

For material pertaining to the acquisition, management or disposition of buildings and grounds see BUILDINGS AND GROUNDS.

For all matters pertaining to vehicles see VEHICLES.

1 Disposal

(Boards of Survey - Sale - Transfer - Destruction)

2 Procurement

(Authorization and justification - Bid and performance
bonds - Purchase - Rental - Discounts - Tax exemptions)

3 Property Accountability

(Loans and exchanges - Damage - Loss or theft)

4 Storage and Stockpiling

5 Utilization

INSURANCE

- 1 Automobile
- 2 Liability
- 3 Life
- 3-1 Commercial
- 3-2 Government
- 4 Property and Funds
- 5 Workmen's Compensation

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INVENTIONS

- 1 Copyrights
- 2 Patents
- 3 Trademarks

INVESTIGATIONS AND HEARINGS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See SECURITY 2 for security investigations of personnel.

- 1 Congressional
- 2 Criminal
- 3 Subpoenas and testimony

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LEGISLATION

This subject is for general use only. Do not use for material that can be filed under a more specific subject.

1 Federal

1-1 CIA

2 Foreign

3 State

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LIAISON

This subject pertains to cooperation and coordination with individuals, organizations, etc. and includes agreements and memoranda of understanding. It is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See INTELLIGENCE ACTIVITIES 1 for material pertaining the collection of intelligence information.

- 1 IAC Agencies
- 2 International
- 3 Intra-Agency
- 4 Other Federal Agencies
- 5 State Agencies or Institutions

MEDICAL

- 1 Compensation and Claims
 (Disability - Injury - Reimbursement)
- 2 Dependents
 (Benefits - Treatment)
- 3 Hospitalization
 (Facilities - Treatment)
- 4 Mental Illness
 (Commitment - Observation - Treatment)
- 5 Physical Examinations
 (Standards - Tests - Waivers)
- 6 Rest and Rehabilitation

ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of the organization; establishment or discontinuance of offices or organizational units; emergency planning; review of all administrative or authoritative issuances of the Agency; and delegations of authority.

1. Administrative Issuances
 - 1-1 Concurrences
2. Charts and Tables

(Organization charts - Tables of organization)
3. Delegation of Authority
4. Emergency Planning

(Decentralization - Dispersal)
5. Establishment, Reorganization and Liquidation
6. Functions

(Assignment - Transfer)
7. Improvement Program

(Suggestions and Honor Awards - Surveys and studies)
8. Programs and Plans (General only. Do not use for material that can be classified under more specific subjects)

PAY AND ALLOWANCES

For material pertaining to position classification and grades see PERSONNEL 3.

- 1 Advances
- 2 Allotments and Deductions
- 3 Base Pay
- 4 Differential
 - 4-1 Night
 - 4-2 Overseas
- 5 Dual Compensation
- 6 Hazardous Duty
- 7 Longevity and Within-grade
- 8 Outside Source
- 9 Overtime
- 10 Per Diem and Subsistence
- 11 Quarters
- 12 Terminal

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PERSONNEL

For material pertaining to the pay of personnel see PAY AND ALLOWANCES.

1 Assignment

1-1 Detail

1-2 Overseas :

1-3 Transfer

2 Citizenship

3 Classification, Grades and Duties

(Requirements - Standards - Supergrades)

4 Conduct

4-1 Commendations and Awards

4-2 Criminal Offenses

4-3 Political Activity

5 Contract Personnel

(Consultants and experts - Contract employees)

6 Death and Missing-in-action

7 Education and Training

7-1 Career Service

7-2 Dependents

7-3 Programs and Courses

8 Employee Relations and Activities

(Clubs and societies - Counseling - Credit Union - Grievances -
Health - Hospitalization (Insurance) - Recreation and Welfare -
Unions)

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PERSONNEL (CONTINUED)

9 Evaluation (Performance Ratings)

10 Leave

10-1 Annual

10-2 Home

10-3 LWOP

10-4 Sick

11 Military Personnel

(Assignment and detail to CIA - Reserve)

12 Outside Employment

13 Promotion and Demotion

14 Recruitment

(Certification - Examinations and tests - Qualifications)

15 Safety

(Accidents - First aid - Inspections and Instructions)

16 Separation and Retirement

(Reduction-in-force - Removal for cause - Resignation)

17 Suspension and Reinstatement

18 Wills

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RECORDS

This subject pertains to policies and procedures for handling and disposing of records.

For material pertaining to the security of records and information see SECURITY 3.

REPORTS

This subject is for use in filing recurring reports, such as weekly and monthly activity or progress reports, and special reports which are too general to be filed under more specific subjects. Include policies, procedures and methods for the preparation, submission and utilization of reports.

Case file as required.

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SECURITY

- 1 Buildings and Equipment (Protection)
- 2 Personnel
(Identification badges - Investigation and clearance -
Loyalty and review)
- 3 Records and Information
(Censorship - Classifying and marking - Destruction -
Disclosure and access - Handling and Transmission -
Loss or subjection to compromise)
- 4 Violations

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TAXES

- 1 Federal
- 2 Foreign
- 3 Municipal
- 4 State and Territorial

TRANSPORTATION

- 1 Bills of Lading
- 2 Damage or Loss
- 3 Dependents
- 4 Household and Personal Effects
- 5 Rates and Charges
- 6 Storage in Transit
- 7 Vehicles
- 8 - *Strategic material*

TRAVEL

For material pertaining to the travel of dependents see TRANSPORTATION 3.

- 1 Advance of Funds
- 2 Change of Station
- 3 Fares and Charges
- 4 Mode of Travel
 - 4-1 Air
 - 4-2 Personal Conveyance
 - 4-3 Rail
 - 4-4 Water
- 5 Passports and Visas
- 6 Personal Convenience
 - 6-1 Illness or Death
 - 6-2 Indirect Route
- 7 Right to Payment
 - 7-1 Appointees
 - 7-2 Consultants
 - 7-3 Military Personnel

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VEHICLES

- 1 Accidents
- 2 Acquisition
- 3 Assignment and Use
- 4 Disposal
- 5 Loss, Damage and Theft (Except accident)
- 6 Storage
- 7 Titles

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SUBJECT INDEX

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<u>Reference</u>	<u>File Designation</u>
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SUBJECT INDEX

The word "See" indicates that the subject category is further subdivided or that there are special instructions pertaining to its use. In such cases the SUBJECT LIST should be consulted to obtain the appropriate file designation.

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Accidents, Vehicle	VEHICLES 1
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Reference

File Designation

Quarters Allowance. PAY & ALLOWANCES 11

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Terminal Pay.	PAY & ALLOWANCES 12
Termination of Contracts.	CONTRACTS 9
Testifying at Hearings & Investigations	See INVESTIGATIONS & HEARINGS
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Equipment & Supplies.	EQUIPMENT & SUPPLIES 3
Vehicles.	VEHICLES 5
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Appropriations.	APPROPRIATIONS 1
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Allowances.	See PAY & ALLOWANCES
Treatment, Medical.	See MEDICAL
Trust Funds.	ACCOUNTING 7-4
Tuition.	PERSONNEL 7

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<u>Reference</u>	<u>File Designation</u>
Unions, Employee	PERSONNEL 8
Use of Vehicles	VEHICLES 3
Utilities & Services	BUILDINGS & GROUNDS 7
Utilization of	
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Equipment & Supplies	EQUIPMENT & SUPPLIES 5

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<u>Reference</u>	<u>File Designation</u>
Validity of Contracts.	CONTRACTS 10
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General	See VEHICLES
Insurance	INSURANCE 1
Transportation of	TRANSPORTATION 7
Violations, Security	SECURITY 4
Visas	
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Employees	TRAVEL 5
Vital Materials.	See RECORDS

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<u>Reference</u>	<u>File Designation</u>
Wages.	See PAY & ALLOWANCES
Waiver	
Contract	CONTRACTS 11
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Welfare & Recreation	PERSONNEL 8
Wills.	PERSONNEL 18
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